

Guidelines for Using the Electronic Forms

The electronic version of the forms that can be filled in on your computer are provided in the '97 version of Microsoft Excel. If you have a later version of Excel, the forms should work correctly. **If you have difficulty in accessing or using the forms, please call ECCDivision at 587-1010.**

Set up

Before you start using the forms, save the forms to your PC. Click on File, Save As (select a location in your PC – usually C, My Documents) and enter a new File Name (e.g., “my EMCP forms”).

If you get a message “enable macros?” click yes. If you get a message “read only?” click no.

Close the master file on the Web before you begin work on your copy.

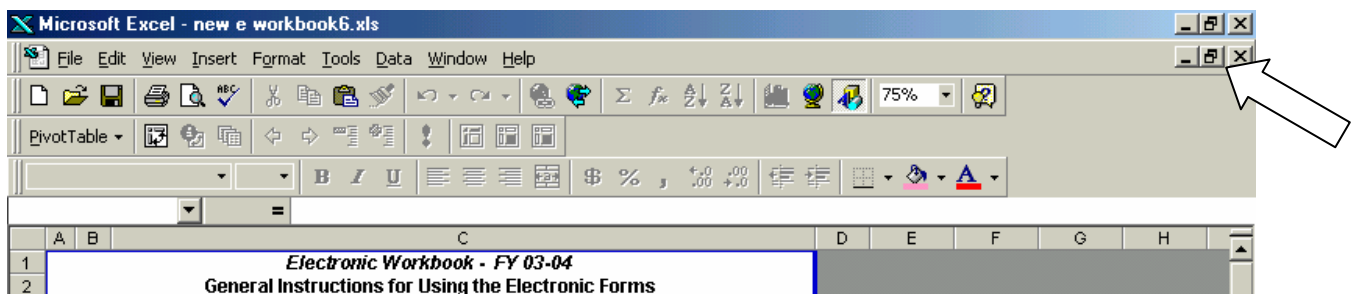
Using the Forms

The forms consist of 6 worksheets contained within a single workbook. The worksheets are:

- Print Me First **(Please print this 2 page document, it will help you complete your forms quickly and easily)**
 - Form A
 - Form B1
 - Form B2
 - Form B3
 - Form B Summary
 - Form C
- } 3 copies of the same form

To select a specific form, click on the appropriate tab at the bottom of the worksheet.

If you do not see tabs at the bottom of your worksheet, click on the box (center button) as shown.



If you still don't see tabs at the bottom of your worksheet, shrink the size of the visible Worksheet by left click/dragging a corner toward the center. If necessary, also move the worksheet up in the visible space by left click/hold on the blue border at the top and dragging the worksheet up.

Please select “Print Me First” and print it as a ready reference. Click on File, Print, Print What? - Active Sheet, while it is open and visible.

Entering Data on the Forms

- Work on the forms in the sequence specified in “Print Me First” (the steps are numbered in this document and on the forms)
- Follow the instructions in “Print Me First”
- The Worksheets have been locked, except for the cells in which data is to be entered, to avoid incorrect data entry and/or erasure of necessary formulas. Therefore you cannot expand spaces within the worksheet. If you need more space, use an attachment.
- To enter data, place your cursor on the space and click – you can then type your information in the space. (Some computer set-ups may require a double click. Try this if a single click doesn't work)

Printing

The worksheets are set to print only the form itself, and not the instructions visible at the top of your screen or the instruction boxes on the sides.

The forms are set to print in black and white (if you have a color printer and wish to print in color, click on File, Print, Page Set Up, Sheet, Print and then click on “Black and White” to eliminate the check mark).